TECHNOLOGY MINI-GRANT GRANT MANAGEMENT SESSION
WINTER 2018

Presented by
Regina Anderson

Participant audio will be muted for static or other distracting noises on the line. You can type your questions into the chat box. The chat box is located on the right side of the screen. If it has a plus (+) sign next to the word "Chat" you can click on the plus sign to expand the box and enter your question or comment.

The handout from today's session will be posted on the MOSL LSTA Grants page in the LSTA Online Grant Training Handouts section.

Session Objectives

1. Grant management basics
2. LSTA/reporting changes
3. Report requirements
4. Prior approvals and amendments
5. Grant monitoring
6. Best practices

During the session we will look at:

1. Grant management basics, such as how to accept the grant
2. Changes in the LSTA Grant program and new reporting requirements
3. When the final report is due and what's expected in the report
4. Prior approvals that are needed before purchasing an item and when and how to apply for an amendment
5. What is grant monitoring and why and how is it conducted
6. Best practices that help bring projects to successful conclusion

GRANT MANAGEMENT BASICS

Accepting the Grant

- Sign and return one copy of the grant acceptance form
- Retain a copy of the signed grant acceptance form in your file
- Grant documents can be returned via email, fax or mail:
  - Email Address: LSTA@sos.mo.gov
    - Fax Number: (573) 751-3612
      - Mailing Address:
      LSTA Grants Officer
      Technology Mini-Grant
      Missouri State Library
      600 West Main Street, P.O. Box 387
      Jefferson City, MO 65102-0387

To accept the grant, you need to sign and return the grant acceptance form to the State Library within 10 business days of receipt. Be sure to keep a copy of the signed grant acceptance form in your files as well. Typically we see the Library Director signature on this form, but the signee may vary based on your library's bylaws on who is an authorized signer.

By accepting the grant funds, recipients agree to be bound by all applicable public policy requirements, many of which were included by reference in the grant application and award packet. Failure to comply with these requirements may result in suspension or termination of the award and government recovery of funds. Failure to comply could also result in civil or criminal prosecution.

The start date for the Tech-Mini grant is March 1, 2018

DO NOT PLACE ANY ORDERS OR PURCHASE ANY MATERIALS BEFORE March 1, 2018. IF YOU DO, THOSE COSTS BECOME A LOCAL EXPENSE; LSTA FUNDS CANNOT BE USED FOR THEM.

The end date of the grant period is August 14, 2018. All services should be rendered and all items received and operational by this date.

The final report is due September 14, 2018. By this date, all funds should be spent.

It is fine to submit the final report early as long as you have adequate data with which to assess project impact.

Award and Forms Packets

- The award packet is in PDF format and was sent via email. It includes:
  - Grant acceptance form
  - Budget memo
  - Payment requests

- The forms packets are available online
- Payment request forms are included in the award packet

The forms packet will be available on our website on the LSTA grants page under the heading LSTA Grant Report Forms, titled Technology Mini-Grant Final Report.

Be sure to include your name and grant project number on each report. Don't forget to submit the request for final payment form from the award packet when it is time to submit the final report.

You may submit the Request for First Payment after the start of the grant period AND you anticipate you will need to begin spending those funds within 45 days. The Request for Final Payment must be submitted with your Final Report. Note, the payment request forms are ONLY available in your award packet.

Promotional Efforts

▶ Acknowledgement Text:

"This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State."

▶ Social Media Funding Acknowledgement:

-use the hashtag #IMLSgrant, which is followed by IMLS

-When mentioning on Facebook: @Institute of Museum and Library

-When mentioning in a tweet: @US_IMLS

▶ See the IMLS Communications Kit at
https://www.imls.gov/grants/grant-recipients/grantee-communications-kit

Press Release

In your grant agreement, there is language to use to acknowledge the funding source for your project. Promotional items such as newspaper articles, flyers, brochures, and surveys must acknowledge the grant funding.

The full IMLS acknowledgment text is: "This (project/publication/activity) is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State"." It is permissible to use a shortened statement when there are space constraints. If this is needed, IMLS prefers that you drop the phrase Library Services and Technology Act instead of Institute of Museum and Library Services.

Please note, IMLS recently implemented new rules for acknowledging grant funding when promoting projects on Social Media. In this case, IMLS requires:

- **The use of the hashtag #IMLSgrant, which is followed by IMLS**
- **If the library promotes a grant funded project or program on Facebook it is required to acknowledge IMLS through the use of @Institute of Museum and Library Services.**
- **If the library promotes a grant funded project or program on Twitter it is required to acknowledge IMLS through the use of @US_IMLS .**
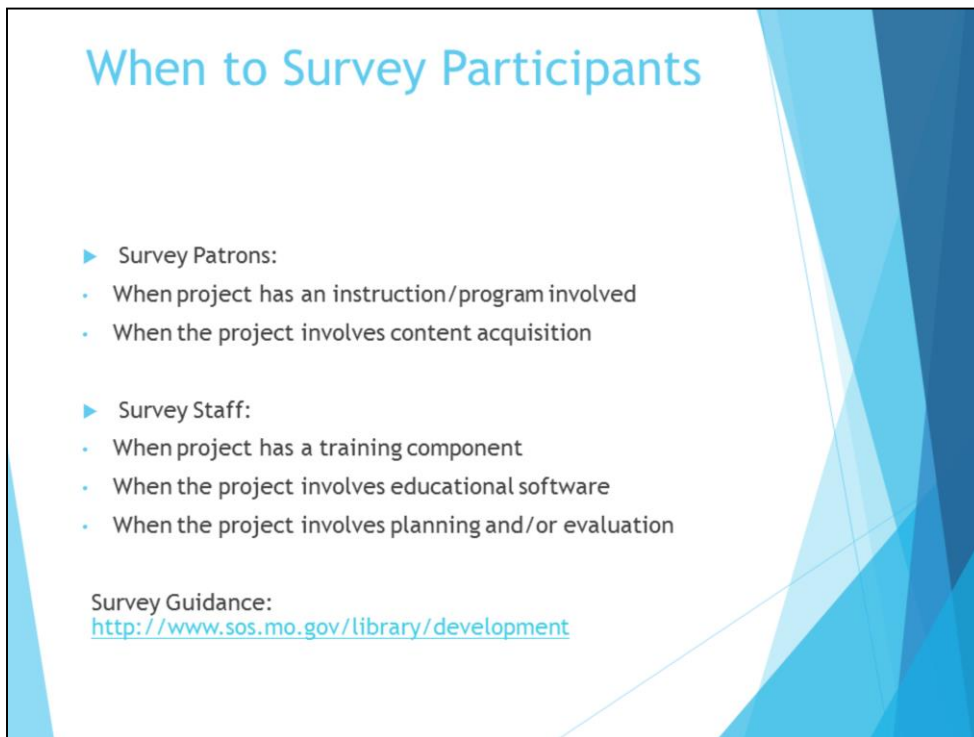
The Institute of Museum and Library Services has a Communications Kit to guide you in your promotional efforts. It includes:

- IMLS acknowledgement requirements
- The grant announcement process and how to benefit
- Tips for sharing your news with the public
- **And** IMLS logos, including their appropriate use

CHANGES IN THE LSTA GRANT PROGRAM

When to Survey Participants

▶ Survey Patrons:
- When project has an instruction/program involved
- When the project involves content acquisition

▶ Survey Staff:
- When project has a training component
- When the project involves educational software
- When the project involves planning and/or evaluation

Survey Guidance:
http://www.sos.mo.gov/library/development

The Institute of Museum and Library Services (also known as IMLS) has developed new, mandatory survey questions to help libraries gather meaningful project data that can then be used for comparison nationwide. We have revised the sample surveys in the application to include these required questions.

Libraries may add additional questions to the sample surveys, as long as they maintain all of the required questions, as well as the IMLS acknowledgment. If you alter the sample survey, you must have the new version approved by Missouri State Library staff. Those surveys can be sent for approval with the grant application, or they can be sent for review at a later date if they were not ready by the application deadline.

I encourage you to review the new survey guidance at the link on the screen. The guidance document is also **under the Other LSTA-Related Resource section of MSL webpage.**

Recently Reinforced by IMLS

Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, limited English proficiency, or national origin

Link to Limited English Proficiency Guidance:
http://s1.sos.mo.gov/CMSImages/LibraryDevelopment/IMLS%20Guidance%20on%20Limited%20English%20Proficiency.pdf

Per guidance from the Institute of Museum and Library Services, grants and contracts awarded from LSTA funds must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs. An example of an accommodation is having a Spanish language translator available at your story times. Additional information is available at the link on the screen.

There will be changes in the questions asked in the final report form. There is now a Single Page Certification. The Financial and Narrative signature lines have been relocated to the Certification Page. An example of the new Certification page is provided on the Screen.
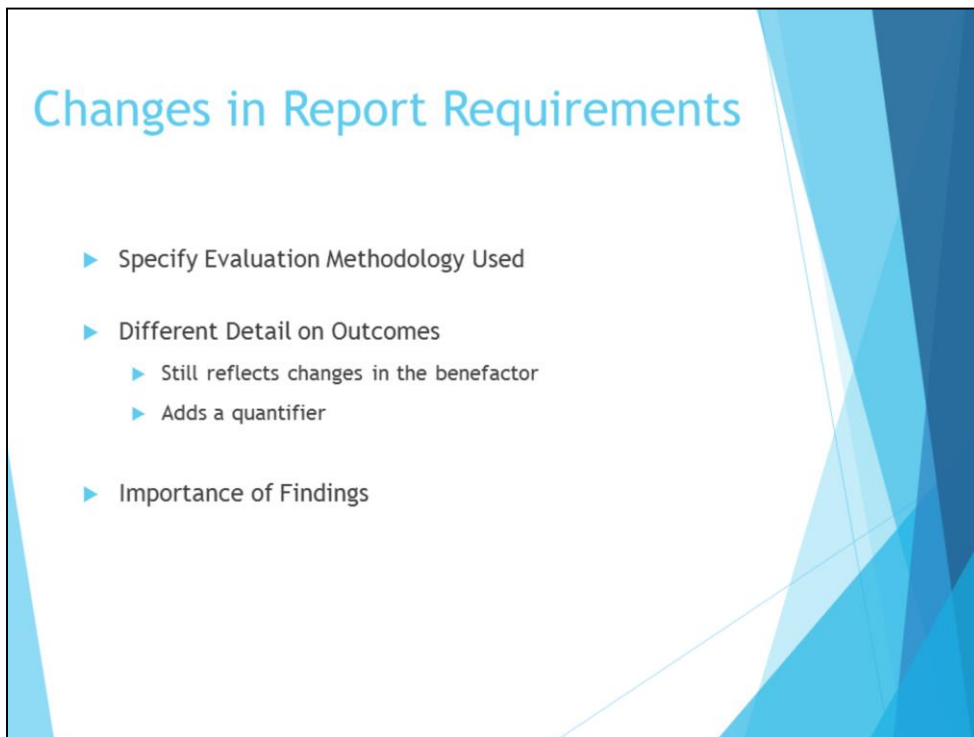
There are now additional report requirements for describing OUTPUTS (statistics). Outputs are the things you count that can provide statistical evidence that something took place.

You need to specify the number of computers purchased, the number of early literacy stations purchased etc. on the payment summary. In the report you will be asked to provide usage stats for any computers, laptops, etc., you purchased as part of the project. You must also provide additional information on programs offered.

- **Interactive Instructional Programs** – these are programs that include formal instruction and active user engagement such as hands-on activities. You are asked to provide the Name of the Program, Program Location (where it was held), Program Length, Number of Times the Program Was Offered, Total Attendance at the programs, and a description of Program Activities. You can group similar programs and report them in the aggregate. For example, you may have held weekly computer training classes for a total of 4 sessions with a total attendance of 36. (An average of 9 per session.) You would then describe what took place in general terms. Such as, throughout the four week program, attendees were introduced to basic computer and Internet search skills.

- **Instructional Presentations/Performances** – these are programs where there is formal instruction, but little or no attendee interactivity beyond Q/A sessions. You are then asked to provide the same information as you did for the Interactive Instructional Programs.

Changes in Report Requirements

- ▶ Specify Evaluation Methodology Used

- ▶ Different Detail on Outcomes
  - ▶ Still reflects changes in the benefactor
  - ▶ Adds a quantifier

- ▶ Importance of Findings

The final report form also ask you to identify the evaluation method used to assess project impact. You have options of Survey, Review of Statistics (the statistics you gathered), Interviews/Focus Groups (can be formal or informal with staff or with patrons), Participant Observation, or Other (Please describe).

Outcomes still look at changes in attitude, knowledge, skills, behavior, life situation, etc. of a person, but you now have a quantitative element as well. For example, if you did pre- and post- surveys, maybe you found prior to project implementation 20% of users were satisfied with the computers available compared to 73% after the new computers were installed.

Importance of Findings is where you describe what the changes mean to your patrons, staff, and community. For example, you could say review of the outputs and outcomes showed there was improved customer satisfaction post-project implementation. And perhaps you might also conclude that it is important for the library to stay current with technology to better meet patron needs and expectations.

Changes in Report Requirements

- Project Partners
- Project Continuance
- Effort Level
- Project Scope
- Quantity on Payment Summary

PROJECT PARTNERS: Leveraging partnerships has taken on increased importance with IMLS, and you will now be asked to list all project partners, including where they are located. So, for example, if the WIC Clinic in your community helped to promote the availability of the library's new early literacy stations to their customers, you would list them as a partner. For project partners, the library does NOT have to include where the partners are located.

PROJECT CONTINUANCE: You will be asked if the project will continue after the grant period. If so, describe how it will continue? For example, the project may continue in that the computer and software purchased through the grant will continue to be available for use.

EFFORT LEVEL: Will the level of effort change when the grant period ends. If so, how will it change? Perhaps your level of effort will be to perform regular updates and maintenance yourself or you will purchase an annual maintenance contract for the equipment using local funds.

PROJECT SCOPE: Will the scope of the project change following the end of the funding period? You will probably have a change in scope from purchasing and installing equipment to maintaining equipment.

PAYMENT SUMMARY: A Quantity column has been added to the payment summary so you can report the number of items purchased.

GRANT MANAGEMENT

Report Requirements

▶ Payment Request Forms

  ➢ First Payment
    • Enter full first payment amount
    • Must need to start using funds within 45 days
    • **CANNOT be dated prior to the start of the grant period**

  ➢ Final Payment
    • Enter exact final payment amount
    • Submit with final report
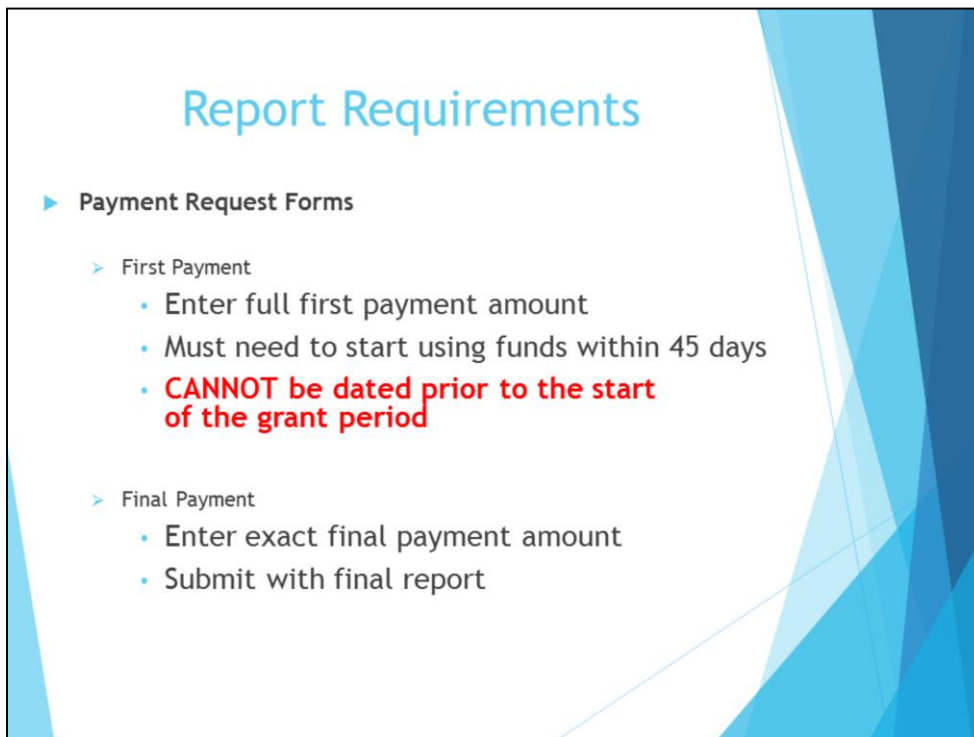
First payment cannot be requested until all of the following conditions are met:

  •The grant period has started
  •You have actually ordered items or contracted services
  •You need to make payments with those funds within 45 days

Be sure your request for final payment is based on actual costs. If a local match is involved, be sure you round down the LSTA share to the nearest penny. If you do not spend all of the funds you were awarded for allowable costs, adjust the final payment total by subtracting the amount not spent (the "LSTA Unspent Balance" on your financial report) from the final payment total. In the event you did not spend all of the funds from the first payment, remaining dollars will need to be returned to the State Library. Be sure your request for final payment is based on exact costs, and Do NOT round.

Please remember to submit your Final payment request with your final report!

Report Requirements

Budget Category	LSTA Amount Approved	LSTA Amount Spent to Date	LSTA Unspent Balance (To be subtracted from final payment amount)
Consultant Fees	$525	$526.83	$-1.83
Equipment (items with a single unit cost of $5,000 or more)-25% minimum local match required. 50% local match for items with a per unit cost of $10,000 or higher)			
Technology and Software (25% minimum local match required)	$9,876.00	$9,874.17	$1.83
Furniture (Accessible workstations only)	100.00	$95.27	$4.73
Personnel (including salaries, wages, and benefits)	$56.00	$56.00	0
Services			
Supplies	$100.00	$100.00	0
Travel			
Indirect Cost Rate			
TOTAL	$10,657.00	$10,652.27	$4.73

Financial Report

➢List only LSTA funds in the columns

➢Use exact costs - do NOT round

As I mentioned earlier, when reporting the amounts spent, you will especially want to note changes in the Equipment and Technology and Software categories.

On the Financial Report:

Report only LSTA funds spent in the chart. Please use EXACT figures. ROUND DOWN TO THE NEAREST PENNY FOR LSTA.

Under the LSTA Amount Approved column enter the amounts awarded in each category as listed on the Budget Memo in the award packet.
Equipment is defined as items with a single unit cost of $5,000 or more. A 25% minimum local match is required. There is a 50% local match required for items with a per unit cost of $10,000 or more.

Technology and Software is defined as hardware such as computers, printers, whiteboards; and software such as print/time management or office production. A 25% minimum local match is required.

Consultant Fees are expenses related to acquiring the services of an outside consultant for the **management, oversight and administration of the LSTA project**. Costs may include consultant fees, travel, lodging, and support services hired directly by the consultant.

Services is for services provided by a third-party contractor or vendor for expertise **other than** managing the project. Examples of services include training providers, program presenters, and outside IT support.

Report Requirements

❑ **Payment Summary**
  ➢ List invoices separately
  ➢ Include both local and LSTA expenditures
  ➢ Arrange by budget category
  ➢ Include documentation showing computer specifications
  ➢ Retain all original invoices for your grant files

Payment Summary –

This form is where you track the use of both LSTA and local funds.

List expenditures by budget category and use exact costs. Be sure that the match requirement is calculated correctly. ***Be specific as to the number of hours worked, number of items purchased, etc.*** *(e.g., 22 Computers, 10 hours of IT support, ect).*

If you were awarded funding for computers, attach documentation that shows the specifications of the computers purchased. We will use this to ensure minimum specifications set by the State Library have been met. Note, the minimum specifications may have been waived during application review. If you are unsure if this is the case for you, give us a call.

This documentation should be a copy; retain the original invoices for your files.

It is generally best if supply purchases are paid directly to the vendor and **NOT** reimbursed to the project director or some other library staff person

Report Requirements

Payment Summary – Reporting personnel costs

1. Personnel in Category
2. Services performed in Description
3. Hours worked in Quantity
4. Library position in Invoice
5. Dates of service span in Date
6. Name of staff as Vendor
7. LSTA portion of total in LSTA Funds
8. Local match portion of total in Local Funds
9. Wages paid in Total

Budget Category	Description of item or service	Quantity	Invoice Number	Invoice Date	Vendor	LSTA Funds	Local Funds	Total
Personnel	Computer Installation	15 hours	827	April 2017	Jane Smith	$352.27	0	$352.27

If your award included Personnel, be sure you keep timesheets tracking personnel hours. Libraries using funds to pay for additional staff hours need to maintain in the grant folder documentation that shows the time paid to employee was spent solely on grant project tasks and not part of their regular hours. A copy of the timesheets should be kept in your grant folder. They should be signed and dated by the staff person to confirm the hours worked.

Report Requirements

▶ **Travel costs not part of Contractual Services**

  ➢ Keep track of date, location, purpose, miles and miscellaneous expenses for each trip

  ➢ Totals should be transferred to the Payment Summary based on how they were paid (weekly, monthly, quarterly, etc.)

  ➢ Costs attributed to LSTA <u>cannot</u> exceed the State of Missouri travel guidelines —this rate may fluctuate within the grant period

Keep a log for mileage reimbursement payments. The log should include the date, location, purpose, number of miles traveled and miscellaneous costs for each trip

Totals should be transferred to the Payment Summary based on how they were paid (weekly, monthly, quarterly, etc.) **Include the number of miles and a description of any miscellaneous items in the "Description of item or service" column**

Costs attributed to LSTA <u>cannot</u> exceed the Office of the Secretary of State's travel guidelines—this rate may fluctuate within the grant period. It is currently .37 per mile. If your library reimburses mileage at a higher or lower rate do the following:

•For Lower, you can claim the full amount as an LSTA expense

•For Higher, you can claim up to .37 per mile for LSTA and the remainder should be funded and recorded as a local expense.

Travel fees for contracted technical support, if charged, come under *Services* and should be <u>included</u> as part of the person's total fee.

Report Requirements

► Procurement Certification

> Needed when the cost of an item or set of items meets your institution's large purchase criteria

> **State Guidelines:** Over $3,000 in the aggregate

The PROCUREMENT CERTIFICATION details the bid process. This report is required when an item or set of items meets the large purchase threshold.

IF your agency has a more stringent purchasing requirement than Missouri's $3,000 in the aggregate, the local requirements must be followed.

Aggregate: The sum of the purchases of a single item or set of items. (For example if you are purchasing 3 computers at $1,001 each, the bid process comes into place and the need for the procurement certification comes into play.

For purchases of equipment over $3,000 in aggregate—Report the price and rate quotations you obtained through:

1. Informal Method – The informal method is requests for proposals from three or more sources obtained through fax bids; telephone bids; catalog comparison; Internet web pages, or e-mail bids.

OR

2. Formal Method – Where the bid is advertised publicly , sealed bids are received and a fixed-price contract awarded to "The responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price."

If equipment or services are purchased through the State Contract, you are not required to obtain additional bids from other sources. However, utilizing the cooperative procurement program will need to be reported on the Procurement Certification form.

If only one proposal is acquired, the library must show that there is only one source for the product, or a solicitation of price quotes failed to produce a list of interested vendors. Keep all printouts and/or photocopies of quotations on file at your library; send us only the Procurement Certification form.

Report Requirements

▶ Narrative Report
  ➢ Activities
  ➢ Project changes and additions
  ➢ Financial Status
  ➢ Outputs
  ➢ Interactive Instructional Programs
  ➢ Instructional Presentations/Performances

Answer all questions on the program narrative. Currently the single audit requirement threshold is $750,000 expended in federal funds during the fiscal year of the grantee – City, Public Library, University, School District, etc.

ACTIVITIES: Describe what the library did during the funding period (implemented, created, accomplished). Discuss how these activities contribute to meeting the needs of the target audience.

PROJECT CHANGES and ADDITIONS: Describe any variations from the original grant application that took place throughout the project. For example: What problems, if any, were encountered in implementing the project plan, and how were they resolved? Were there any issues with the timeline? Document how the State Library was informed of and approved any major changes in the scope.

FINANCIAL STATUS: Describe any significant variations from the approved budget.

OUTPUTS: What statistical measures did you record that show evidence of service delivery? How do these measures compare to the baseline data gathered prior to the project?

INTERACTIVE INSTRUCTIONAL PROGRAMS: If applicable, describe any interactive instructional programs offered during the reporting period. These programs include formal interaction and active user engagement. Please note: each type of program needs to be reported separately using the format provided on the online forms packet.

INSTRUCTIONAL PRESENTATIONS/PERFORMANCES: If applicable, describe any instructional presentations or performances offered during the reporting period.

Report Requirements Continued

▶ **Narrative Report**
  - Evaluation Methods
  - Outcomes
  - Importance of Findings
  - Project Promotion
  - Project Partners
  - Project Continuance
  - Effort Level
  - Project Scope
  - Other

EVALUATION METHODS: Check the evaluation methods that the library used to help assess the project's impact. If a survey was used, please include a blank copy of the survey with the Final Report.

OUTCOMES: Record the evidence that shows there were changes in behavior, skills, attitudes, life condition, status, etc. **If a survey was used, please <u>summarize</u> the results.**

IMPORTANCE OF FINDINGS: Evaluate what the outputs and outcomes tell you regarding the changes that have taken place.

PROJECT PROMOTION: In general, how was the project promoted within the library and community and how effective were each of the efforts? In particular, what attempts were made to attract previously underserved audiences to the Library and what were the results? Also indicate how the community was informed this project was funded through an IMLS-LSTA grant. Attach copies of the promotional efforts: newspaper articles, flyers, brochures, etc. The suggested acknowledgement is "The project was made possible in part by the Institute of Museum and Library Services and Technology Act as administered by the Missouri State Library a division of the Office of the Secretary of State".

PROJECT PARTNERS: If applicable, this is where you will provide a list of all project partners.

PROJECT CONTINUANCE: Do you anticipate continuing this project after the funding period ends? Please describe.

EFFORT LEVEL: Describe how your level of effort will change.

PROJECT SCOPE: Will the scope of the project change following the end of the funding period?

OTHER: Other comments as appropriate.

PRIOR APPROVALS AND AMENDMENTS

Are there any questions before we move on to Prior Approvals and Amendments?

If you did not have complete estimated costs for project expenses, be sure you have these items reviewed and approved before committing LSTA funds to pay for the item(s).

If you change make or model of a computer or laptop to be purchased through the grant, make sure the new model meets or exceeds minimum specifications set by the State Library. If you have any questions regarding this, feel free to contact either Jennifer Thompson, or me. We will review them with you. We do not want to deny your funding after you have already purchased and installed the equipment for failure to meet this requirement.

Request for Amendment

- A formal amendment is needed for:
  - Budget changes
    - Moving over $500 between existing budget categories
    - Moving any funds into a budget category a <u>not</u> in the grant award
    - Needing to use LSTA funds for items not specifically listed in your grant application
    - Needing additional funds

A formal amendment is REQUIRED for the following:

➢ Budget changes

- Moving over $500 between existing budget categories

- Moving any funds into a budget category <u>not</u> in the grant award

- Needing to use LSTA funds for items not specifically listed in your grant application.

- Requesting additional funds – MUST require AT LEAST $500 in LSTA funds before the request will be granted. Don't forget to apply any local match requirement for the new item(s). If you are unsure of the match requirement, give us a call or send us an email.

Financial issues are not the only reason an amendment may be needed…

Request for Amendment

- Extension of the grant period

- A formal amendment may also be needed for:
  - Programmatic changes

- No amendment needed, but do let us know about:
  - Changes in key personnel
  - Changes in subcontractor

An amendment is also REQUIRED to extend the grant period.

A formal amendment is needed for significant changes in the project's scope or objectives.

An informal amendment is okay for minor changes in scope or objectives. This can be handled through an email correspondence.

No amendment is needed, but please let us know about changes in key personnel or subcontractor.

Request for Amendment

▶ Remember

  ➢ Changes must be approved before committing LSTA funds

  ➢ Do not assume you will receive reimbursement of local funds if you pay for something before the amendment is fully in place

Request for Amendment

> Submitted <u>at least 3 weeks</u> before the end of the grant period

> Filled out completely including reasons for the change

> Must be fully executed before placing any orders, etc.

> Online on the Library Development Grant Programs site
> http://s1.sos.mo.gov/library/development/lstagrants

Amendment requests must be

➢ Submitted <u>at least 3 weeks</u> before the end of the grant period

➢ Filled out completely including reasons for the change

➢ Must be fully executed (all signatures in place) before placing any orders, etc.

The form is available online on the MOSL LSTA Grant Programs page
http://www.sos.mo.gov/library/development/grants.asp#lsta in the LSTA
Grant Report forms section.

GRANT MONITORING

Generally, 15% of grants awarded receive an onsite visit. We awarded 18 Technology Mini Grants, so we will be conducting 3 onsite visits. We choose the libraries based on experience of the library in managing grants, uniqueness or complexity of the program, interest in observing operation of the equipment first-hand, irregularities in correspondences, library request, and sometimes location or timing. If you are new to the grant process, the visit may occur early in the grant period so we can go over the library's grant management responsibilities. NOTE: It is important to have organized files as we consider this a good indication of your grant management style and effectiveness.

For Contents of grant file:

You should have one file or a binder that contains all of the paperwork associated with your grant. This includes:

1. Original application

2. Signed copy of the Grant Agreement Standard Terms and Conditions

3. Signed copy of the Grant Agreement Form

4. Signed copies of the Certifications and Assurances

5. Signed copy of the Grant Acceptance Form

6. Payment requests

7. Interim and Final reports

8. Outstanding report and payment forms

9. Invoices

10. Market analysis documentation

11. Bid process documentation

12. Promotional materials

13. Evaluation measures such as statistics, surveys, observation reports, etc.

14. Documentation of contacts with the State Library staff

15. Documents pertaining to an amendment, as appropriate

16. Payroll Documentation, if applicable

17. Travel Documentation, if applicable

Findings: If there are any irregularities found during grant monitoring you will be notified and we will work together to bring the project back into compliance with LSTA rules and regulation.

BEST PRACTICES

- Create a file folder for <u>all</u> paperwork related to the grant

- Monitor your budget on an ongoing basis

- Know what you need to count and why
- Baseline – stats from prior years
- Number of programs held and attendance
- Circulation statistics
- Be able to compare the stats and interpret how changes (or lack thereof) speak to project impact

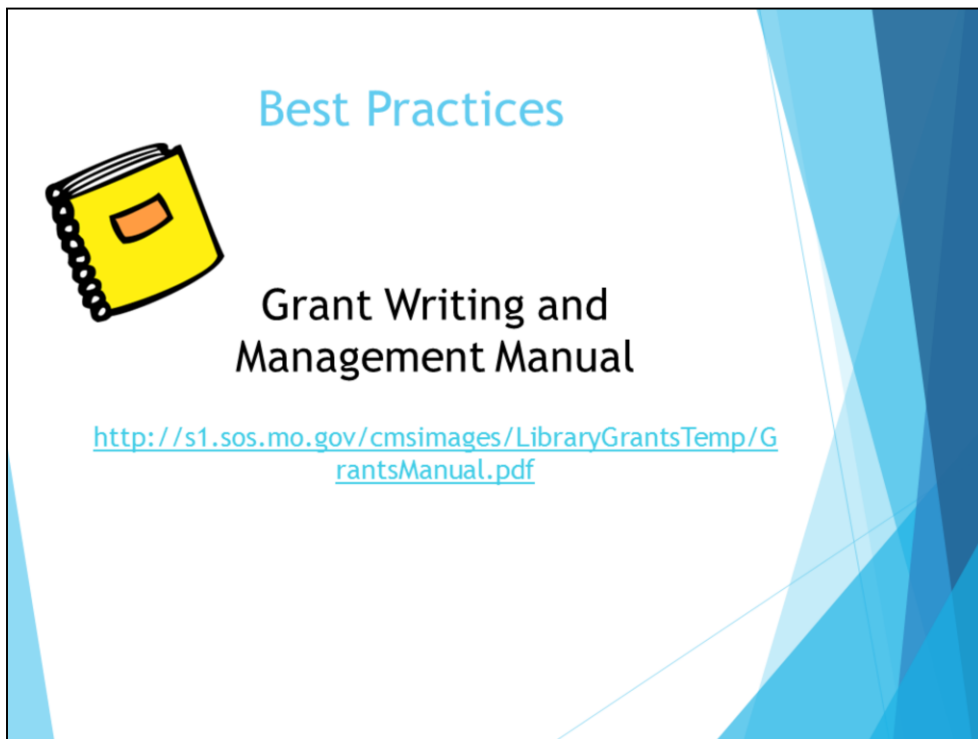- Monitor changes in your participants regarding skills, attitude, etc.
If you plan to use a survey, it MUST be reviewed and approved by the State Library before it is implemented. All surveys submitted with the applications may be considered to be approved unless otherwise noted in your grant award packet.

- Periodically review your application to be sure you accomplished everything listed and in the timeframe desired.

Best Practices

- ❏ Watch for project changes
- ❏ Keep all original invoices, timesheets and travel logs
- ❏ Make copies of all forms you send
- ❏ Answer all the questions; fill in all the blanks
- ❏ File all reports on or before the deadline

•Watch for project changes, especially if they will require a formal amendment

•Keep all original invoices, timesheets and travel records in case you are audited

•Make copies of all forms you send to the State Library – just in case they get lost in transition

•Answer all the questions; fill in all the blanks

•File all reports on or before the deadline

Yes, you may submit the final report early if the project activities are complete and all evaluation measures have been gathered and analyzed.

Best Practices

Grant Writing and
Management Manual

http://s1.sos.mo.gov/cmsimages/LibraryGrantsTemp/GrantsManual.pdf

You can find the Grant Writing and Management Manual on our website and I have included the link in this slide.

Questions

Contact Information

Regina Anderson
LSTA Grants Officer
Telephone: 573-522-6734
Email: regina.anderson@sos.mo.gov

Jennifer Thompson
Technology and Resource Sharing Consultant
Telephone: 573-751-1822
Email: jennifer.thompson@sos.mo.gov

TOLL-FREE NUMBER: 800-325-0131

Don't hesitate to contact us if you have any questions about how to manage the grant.

When you exit today's session, you will be prompted to complete a short survey. Please take the time to do so. This helps us to know if our sessions are helpful, and how we can improve them.